

State of South Carolina



Election Commission

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www.state.sc.us/scsec

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CHRIS WHITMIRE
Public Information Officer

COMMISSIONERS
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Chairperson
CYNTHIA BENSCH
TRACEY GREEN
PAMELLA B. PINSON
EDWARD K. PRITCHARD, JR

August 31, 2007

Les Boles, Director
Office of State Budget
1201 Main Street, Suite 870
Columbia, SC 29201

Dear Mr. Boles:

I am pleased to submit the budget request for fiscal year 2008-2009 for the State Election Commission. During this fiscal year, the State Election Commissions' primary focus will be providing voter registration and election support to counties, maintaining our statewide voter registration system, conducting the General Election and continuing voter education and outreach efforts to ensure citizens of South Carolina have an opportunity to register and vote.

The first priority is a request for recurring funds for maintenance of effort. The Agency has been impacted by budget reductions and an increase in responsibilities. The Agency has not been able to perform all tasks required by State and Federal Law in maintaining a current voter registration database. The funds would be used to clean up the voter registration database by performing a confirmation mailing to remove voters who are no longer qualified to participate in elections, update technology to better meet the needs of the Agency and support online county training efforts and to provide a more accurate and timely history of voter participation in elections. Additionally, funds would be used to increase salaries for key personnel who have taken on additional responsibilities.

The second priority is a request for non-recurring funds to conduct the 2008 General Election. Adequate funding is vital to insure county election officials and poll workers are properly trained so that the election will be conducted according to State and Federal laws. In conducting statewide elections, the State must provide funding for poll workers, election supplies, ballots and voter education activities/materials. Poll workers are the largest expense and play an enormous role in conducting elections and insuring that in South Carolina, Every Vote Matters and Every Vote Counts.

The third priority is for recurring funds necessary to pay county election officials the amount established by proviso.

The fourth priority is for non-recurring funds to conduct a requirements definition for a new voter registration system. The currently used, legacy system does not meet the needs of voters or county election officials and, at times, produces unreliable results.

For fiscal year 2008-2009, the State Election Commission is requesting one change to provisos.

Thank you for your consideration of the funding requests for the State Election Commission. If you have questions, please call me or Janet Reynolds at (803) 734-9060.

Sincerely,

A handwritten signature in black ink that reads "Marci Andino". The signature is written in a cursive style. To the right of the signature is a vertical red line.

Marci Andino

Cc: Governor Mark Sanford
Senator Hugh K. Leatherman, Sr., Chairman, Senate Finance Committee
Representative Daniel T. Cooper, Chairman, House Ways and Means Committee

FISCAL YEAR 2008-09 BUDGET PLAN

I. EXECUTIVE SUMMARY

A. Agency Section/Code/Name: E28/79/State Election Commission

B. Statewide Mission: The State Election Commission (SEC) is the chief election agency in South Carolina, and is tasked with the responsibility of overseeing the voter registration and election processes in the State.

The SEC maintains the State's computerized statewide voter registration system. The database contains voter registration records for every registered voter in South Carolina. All county voter registration offices have online access to the system. Using this system, the SEC is responsible for printing the lists of registered voters for all elections held in the State, which averages approximately 300 each year. In combination with the driver's license file, the system also serves as the source for jury selection lists in the State. The SEC provides election oversight, including training and advisory services to counties and municipalities to ensure elections are conducted according to law. The SEC administers a mandatory training and certification program for voter registration and election officials. State law mandates the SEC support the electronic voting system. In fulfilling this mandate, the SEC creates election specific database definitions, produces electronic ballots, provides a comprehensive security plan, and conducts training for county election officials and poll managers in the proper use of the system. This support eliminates the need for counties to contract with the vendor for support. All voter registration and election materials are provided to county election officials and counties are reimbursed for allowable primary and election expenses. The Agency provides information regarding voter registration and elections to the media, political parties, special interest groups and citizens. The SEC's "Every Vote Matters. Every Vote Counts." voter education and outreach initiative, which was initially funded by the Help America Vote Act (HAVA), is designed to familiarize voters with the State's voter registration and election processes and to promote participation in elections. The members of the SEC serve as the State Board of Canvassers after elections to certify election returns, to declare candidates elected, and to sit in a judicial capacity to hear testimony and rule on protests and appeals.

C. Summary Description of Strategic or Long-Term Goals:

(1) Support Statewide Voting System by producing election specific database definitions and electronic ballots, providing a comprehensive security plan and conducting training for county election officials and poll managers in the proper use of the voting system.

(2) Maintain and support the State's current Voter Registration System and develop and implement a new voter registration system to meet the needs of voters and county election officials. Provide training and assistance to county registration and election officials by conducting hands-on training classes, onsite visits, and providing oral and written documentation.

(3) Conduct of Elections- Oversee and assist with conduct of elections to ensure election are fair, impartial, open to all eligible registered voters and conducted according to state law. Provide oversight, consultative feedback and training to county election commissions and poll workers on all aspects of the election process.

(4) Administer Training and Certification Program – Increase level of professionalism and election efficiency by administering training program consisting of components designed to provide specific information about registration and election laws and procedures. Provide training to county registration and election officials and staff members on office procedures, election day preparations, voting system security, and professional development.

(5) Ongoing Enforcement of Help America Vote Act – Track the progress of various projects to ensure compliance with federal legislation and guidelines. Make sure South Carolina is compliant with all implementation and reporting deadlines.

D.

Summary of Operating Budget Priorities for FY 2008-09:		FUNDING					FTEs			
		State Non-Recurring	State Recurring	Federal	Other	Total	State	Fed.	Other	Total
Priority No. 1:	Title: Maintenance of Effort		225,000	0	0	\$225,000	0	0	0	0.00
Strategic Goal No. Referenced in <u>Item C Above (if applicable): 1, 2, 3, 4 & 5</u> Activity Number & Name: 201/Voter Services and 202/ Public Info and Training										
Priority No. 2:	Title: 2008 General Elections	3,575,000	0	0	0	3,575,000	0	0	0	0.00

Summary of Operating Budget Priorities for FY 2008-09:		FUNDING					FTEs			
		State Non-Recurring	State Recurring	Federal	Other	Total	State	Fed.	Other	Total
Strategic Goal No. Referenced in <u>Item C Above (if applicable): 1, 2, 3, 4, & 5</u> Activity Number & Name: 207/2008 General Election										
Priority No. 3:	Title: Fully Fund Aid to Counties	0	115,000	0	0	\$ 115,000	0	0	0	0.00
Strategic Goal No. Referenced in <u>Item C Above (if applicable):</u> Activity Number & Name:206/Distributions to Subdivisions										
Priority No. 4:	Title: Statewide Voter Registration System	600,000	0	0	0	\$ 600,000	0	0	0	0.00
Strategic Goal No. Referenced in <u>Item C Above (if applicable):</u> Activity Number & Name: 201/ Voter Services										
TOTAL OF ALL PRIORITIES		4,175,000	340,000	\$ 0	\$ 0	4,515,000	0.00	0.00	0.00	0.00

E.	Agency Recurring Base Appropriation:	
	State	\$ 1,797,900
	Federal	\$
	Other	\$ 440,700

F. Efficiency Measures:

G.

Summary of Capital Budget Priorities:			Additional State Funds	Previously Authorized State Funds	Total Other Fund Sources	Project Total
Priority No.:	<u>Project Name:</u> Activity Number & Name:	Project No*:	0	0	0	\$ 0
Priority No.:	<u>Project Name:</u> Activity Number & Name:	Project No*:	0	0	0	\$ 0
Priority No.:	<u>Project Name:</u> Activity Number & Name:	Project No*:	0	0	0	\$ 0
TOTAL OF ALL CAPITAL BUDGET PRIORITIES			\$ 0	\$ 0	\$ 0	\$ 0

* If applicable

H. Number of Proviso Changes:

I. Signature/Agency Contacts/Telephone Numbers:

 Marci Andino, Executive Director
 (803) 734-9060

 Janet Reynolds, Finance Director
 (803) 734-9069

II. DETAILED JUSTIFICATION FOR FY 2008-09 OPERATING BUDGET PRIORITIES

- A. Agency Section/Code/Name: E28/79/State Election Commission
- B. Priority No. 1 of 4
- C. (1) Title: Maintenance of Effort
(2) Summary Description: Funding request for support of a learning management system, voter registration list maintenance program, technology upgrade, and personal services.

(3) Strategic Goal/Action Plan (*if applicable*): 1, 2, 3, 4 & 5
- D. Budget Program Number and Name: 20010000/Voter Services
- E. Agency Activity Number and Name: 201/Voter Services, 202/Public Information & Training
- F. Detailed Justification for Funding
 - (1) Justification for Funding Increase: Additional funds are necessary to implement a learning management system to be used for statewide poll manager training. The system would supplement in-person training at the county level. Online training would allow access to the training resource 24 hours a day, seven days a week. The SEC is charged with removing ineligible voters from the voter registration list. To remove the voters, the Agency must send a confirmation mailing to each voter for verification following each statewide general election. The SEC received non-recurring funds in the FY 07-08 budget. However, recurring funds are needed in order for the SEC to continue the confirmation mailing project as required by Statute. Technology needs to be updated to better meet the needs of the Agency by supporting online county training efforts and providing a more accurate and timely history of voter participation in elections. Additionally, funds would be used to increase salaries for key personnel who have taken on additional responsibilities. *See FY 06/07 Accountability Report pages 4 and 5.*

(2)

FY 2008-09 Cost Estimates:	State Non-Recurring Funds	State Recurring Funds	Federal	Other	Total
Personnel:					
(a) Number of FTEs*					0.00
(b) Personal Service		25,000			\$ 25,000
(c) Employer Contributions					\$ 0
Program/Case Services					\$ 0
Pass-Through Funds					\$ 0
Other Operating Expenses		\$200,000			\$200,000
Total	\$ 0	\$225,000	\$ 0	\$ 0	\$ 225,000
<i>* If new FTEs are needed, please complete Section G (Detailed Justification for FTEs) below.</i>					

(3) Base Appropriation:

State	\$ 1,797,900
Federal	\$
Other	\$ 440,700

(4) Is this priority associated with a Capital Budget Priority? No If yes, state Capital Budget Priority Number and Project Name: _____.

G. Detailed Justification for FTEs

(1) Justification for New FTEs

(a) Justification:

(b) Future Impact on Operating Expenses or Facility Requirements:

(2) Position Details:

	State	Federal	Earmarked	Restricted	Total
Position Title:					
(a) Number of FTEs					0.00
(b) Personal Service					\$ 0
(c) Employer Contributions					\$ 0

	State	Federal	Earmarked	Restricted	Total
Position Title:					
(a) Number of FTEs					0.00
(b) Personal Service					\$ 0
(c) Employer Contributions					\$ 0

(3) FTEs in Program Area per FY 2007-08 Appropriation Act:

State 18
Federal _____
Other 1.5

Agency-wide Vacant FTEs as of July 31, 2007: 1.5

% Vacant .08 %

H. Other Comments:

II. DETAILED JUSTIFICATION FOR FY 2008-09 OPERATING BUDGET PRIORITIES

A. Agency Section/Code/Name: E28/79/State Election Commission

B. Priority No. 2 of 4

D. (1) Title: 2008 General Election

(2) Summary Description: Conduct the 2008 Statewide General Election

(3) Strategic Goal/Action Plan (*if applicable*): 1, 2, 3, & 4

D. Budget Program Number and Name: N/A

E. Agency Activity Number and Name: 207/General Election

F. Detailed Justification for Funding

(1) Justification for Funding Increase: The SEC is charged with conducting the statewide elections. Funding is not included in the base budget and must be requested each year to conduct statewide primaries or general elections. Funds are used to reimburse counties for poll workers, ballots, polling place rental, legal notices, rovers, supplies, voter education, etc. Funding is necessary in order to hold the statewide general election in accordance with federal and state mandates. Our goal is to conduct the election in such a manner as to ensure the integrity of the election. *See FY 06/07 Accountability Report pages 1, 2, 3, 7, 15, and 28.*

(2)

FY 2008-09 Cost Estimates:	State Non-Recurring Funds	State Recurring Funds	Federal	Other	Total
Personnel:					
(a) Number of FTEs*					0.00

(b) Personal Service					\$ 0
(c) Employer Contributions					\$ 0
Program/Case Services					\$ 0
Pass-Through Funds					\$ 0
Other Operating Expenses	3,575,000				\$3,575,000
Total	3,575,000	\$ 0	\$ 0	\$ 0	\$3,575,000
<i>* If new FTEs are needed, please complete Section G (Detailed Justification for FTEs) below.</i>					

(3) **Base Appropriation:**

State \$ 1,797,900
Federal \$
Other \$ 440,700

(4) Is this priority associated with a Capital Budget Priority? No If yes, state Capital Budget Priority Number and Project Name: _____.

G. Detailed Justification for FTEs

(2) Justification for New FTEs

(a) Justification:

(b) Future Impact on Operating Expenses or Facility Requirements:

(2) Position Details:

	State	Federal	Earmarked	Restricted	Total
Position Title:					
(a) Number of FTEs					0.00
(b) Personal Service					\$ 0
(c) Employer Contributions					\$ 0

	State	Federal	Earmarked	Restricted	Total
Position Title:					
(a) Number of FTEs					0.00
(b) Personal Service					\$ 0
(c) Employer Contributions					\$ 0

(3) FTEs in Program Area per FY 2007-08 Appropriation Act:

State 18
Federal _____
Other 1.5

Agency-wide Vacant FTEs as of July 31, 2007: 1.5

% Vacant .08 %

H. Other Comments:

II. DETAILED JUSTIFICATION FOR FY 2008-09 OPERATING BUDGET PRIORITIES

A. Agency Section/Code/Name: E28/79/State Election Commission

B. Priority No. 3 of 4

E. (1) Title: Distribution to Subdivisions

(2) Summary Description: Fully fund aid to county board members.

(3) Strategic Goal/Action Plan (*if applicable*): 3

D. Budget Program Number and Name: 30010000/Distribution to Subdivisions

E. Agency Activity Number and Name: 206/Distribution to Subdivisions

F. Detailed Justification for Funding

(1) Justification for Funding Increase: Proviso 79.1 sets compensation of county registration board and election commission members at \$1,500 annually with a \$12,500 cap per county; however, full funding has not been provided. Board members provide a critical role in helping to ensure elections are run fairly and efficiently. *See FY 06/07 Accountability Report page 30.*

(2)

FY 2008-09 Cost Estimates:	State Non-Recurring Funds	State Recurring Funds	Federal	Other	Total
Personnel:					
(a) Number of FTEs*					0.00
(b) Personal Service					\$ 0

(c) Employer Contributions					\$ 0
Program/Case Services					\$ 0
Pass-Through Funds					\$ 0
Other Operating Expenses		\$115,000			\$115,000
Total	\$ 0	\$115,000	\$ 0	\$ 0	\$ 115,000
<i>* If new FTEs are needed, please complete Section G (Detailed Justification for FTEs) below.</i>					

(3) Base Appropriation:

State **\$ 1,797,900**
Federal **\$**
Other **\$ 440,700**

(4) Is this priority associated with a Capital Budget Priority? No If yes, state Capital Budget Priority Number and Project Name: _____.

G. Detailed Justification for FTEs

(3) Justification for New FTEs

(a) Justification:

(b) Future Impact on Operating Expenses or Facility Requirements:

(2) Position Details:

	State	Federal	Earmarked	Restricted	Total
Position Title:					
(a) Number of FTEs					0.00
(b) Personal Service					\$ 0
(c) Employer Contributions					\$ 0

	State	Federal	Earmarked	Restricted	Total
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Position Title:					
(a) Number of FTEs					0.00
(b) Personal Service					\$ 0
(c) Employer Contributions					\$ 0

(3) FTEs in Program Area per FY 2007-08 Appropriation Act:

State 18
Federal _____
Other 1.5

Agency-wide Vacant FTEs as of July 31, 2007: 1.5

% Vacant .08 %

H. Other Comments:

II. DETAILED JUSTIFICATION FOR FY 2008-09 OPERATING BUDGET PRIORITIES

A. Agency Section/Code/Name: E28/79/State Election Commission

B. Priority No. 4 of 4

F. (1) Title: Statewide Voter Registration System

(2) Summary Description: Funds to develop a requirements definition and system design for a new voter registration system and election administration system.

(3) Strategic Goal/Action Plan (*if applicable*): 1, 2, 3, 4 & 5

D. Budget Program Number and Name: N/A

E. Agency Activity Number and Name: 201/Voter Services

F. Detailed Justification for Funding

(1) Justification for Funding Increase: To better serve voters and meet the needs of county voter registration offices, the current voter registration system requires replacement. The current system is a mainframe based legacy system that sometimes produces unreliable results. A new voter registration system would facilitate accurate voter registration lists, automate the manual process of reapportionment/redistricting, maintain absentee voting records and allow for new functionality, such as signature verification and increased reporting capabilities. We are requesting funds to begin the process of replacing the aging system by completing a requirements definition and system design process.

(2)

FY 2008-09 Cost Estimates:	State Non-Recurring Funds	State Recurring Funds	Federal	Other	Total
Personnel:					

(a) Number of FTEs*					0.00
(b) Personal Service					\$ 0
(c) Employer Contributions					\$ 0
Program/Case Services					\$ 0
Pass-Through Funds					\$ 0
Other Operating Expenses	600,000				\$600,000
Total	\$ 600,000	\$ 0	\$ 0	\$ 0	\$ 600,000
* If new FTEs are needed, please complete Section G (Detailed Justification for FTEs) below.					

(3) Base Appropriation:

State **\$ 1,797,900**
Federal **\$**
Other **\$ 440,700**

(4) Is this priority associated with a Capital Budget Priority? No If yes, state Capital Budget Priority Number and Project Name: _____.

G. Detailed Justification for FTEs

(4) Justification for New FTEs

(a) Justification:

(b) Future Impact on Operating Expenses or Facility Requirements:

(2) Position Details:

	State	Federal	Earmarked	Restricted	Total
Position Title:					
(a) Number of FTEs					0.00
(b) Personal Service					\$ 0
(c) Employer Contributions					\$ 0

	State	Federal	Earmarked	Restricted	Total
Position Title:					
(a) Number of FTEs					0.00
(b) Personal Service					\$ 0
(c) Employer Contributions					\$ 0

(3) FTEs in Program Area per FY 2007-08 Appropriation Act:

State 9
Federal _____
Other _____

Agency-wide Vacant FTEs as of July 31, 2007: 1.5

% Vacant .08 %

H. Other Comments:

FY 2008-09 COST SAVINGS & ACTIVITY PRIORITY ADDENDUM

I. PRIORITY ASSESSMENT OF ACTIVITIES – HIGHEST PRIORITIES

A. Agency Section/Code/Name: E28/79/State Election Commission

B.

Priority Assessment of Activities – Highest Priorities	General	Federal	Supplemental	Capital Reserve	Other	Total	FTEs
Activity Number & Name: 207/General Election	0	0	0	0	0	\$ 0	19.5
Activity Number & Name: 201/Voter Services	\$589,127	0	\$250,000	0	0	\$839,127	9
Activity Number & Name: 202/Public Information & Training	\$126,114	0	0	0	\$35,000	\$161,114	3
Activity Number & Name: 1537/Statewide Primaries	0	0	0	0	0	0	19.5
Activity Number & Name: 204/Special Primaries	0	0	0	0	\$100,000	\$100,000	19.5
TOTAL OF HIGHEST PRIORITIES	\$715,241	\$ 0	\$ 250,000	\$ 0	\$135,000	1,100,241	0.00

FY 2008-09 ACTIVITY PRIORITY ADDENDUM

II. PRIORITY ASSESSMENT OF ACTIVITIES – LOWEST PRIORITIES

A. Agency Section/Code/Name: E28/79/State Election Commission

B. Agency Activity Number and Name: 205 & 206/Distribution to Subdivisions

C. Explanation of Lowest Priority Status: Proviso 79.1 provides a supplement of \$1,500 annually to county board members. Section 7-5-40 provides an annual supplement from the State to help defray the expenses of personnel in keeping the registration board office open. The amount of the supplement is based on population in the county.

D. Estimate of Savings:

Estimate of Savings:	General	Federal	Supplemental	Capital Reserve	Other	Total
Personnel:						
(a) Number of FTEs	0	0	0	0	0	0.00
(b) Personal Service	0		0	0	0	\$ 0
(c) Employer Contributions	0		0	0	0	\$ 0
Program/Case Services	0	0	0	0	0	\$ 0
Pass-Through Funds	\$515,014	0	0	0	0	\$515,014
Other Operating Expenses	0	0	0	0	0	\$ 0
Total	\$ 515,014	\$ 0	\$ 0	\$ 0	\$ 0	\$ 515,014

E. Activity Impact (*Describe the impact on the activity affected including the impact on customers and clients.*):

These funds are pass-through and do not contribute to the mission of the Agency other than providing funds on the local level. Activity # 206 is the lowest priority.

F.

Summary of Priority Assessment of Activities – Lowest Priorities	General	Federal	Supplemental	Capital Reserve	Other	Total	FTEs
Activity Number & Name: 206/Distribution to Subdivisions	\$65,997	0	0	0	0	\$65,997	0
Activity Number & Name: 205/Distribution to Subdivisions	\$449,017	0	0	0	0	\$449,017	0
Activity Number & Name:	0	0	0	0	0	\$ 0	0
Activity Number & Name:	0	0	0	0	0	\$ 0	0
Activity Number & Name:	0	0	0	0	0	\$ 0	0
TOTAL OF LOWEST PRIORITIES	\$515,014	\$ 0	\$ 0	\$ 0	\$ 0	\$515,014	0.00